

## **Job Description and Person Specification**

### **Principal Clinical Biochemist**

#### **Permanent and Temporary (1 year approx.) Vacancies**

**Reference: HR23E168**

**Closing Date for Applications: Sunday, 16<sup>th</sup> April 2023**

**Remote Interview Date: Thursday, 27<sup>th</sup> April 2023**

HR Business Services,  
St Vincent's Healthcare Group  
St Vincent's University Hospital,  
Elm Park,  
Dublin 4.

Contact: 01 221 6062 or [recruitment@svuh.ie](mailto:recruitment@svuh.ie)

**Overview:** Within the Ireland East Hospital grouping, the St Vincent's Healthcare Group (SVHG) laboratories; St Vincent's University Hospital (SVUH), St Vincent's Private Hospital (SVPH) and St Michael's Hospital (SMH), operate a hub and spoke model with the hub laboratory in SVUH.

The Department of Clinical Chemistry in SVUH is a busy, dynamic and modern service, providing routine and emergency support 24/7 to ED, ICU, liver & pancreas transplant teams, amongst others. The lab generates more than 8 million results per year and offers over 100 different assays. One or more Consultant Chemical Pathologists are available at all times for consultation.

The laboratory has recently completed a major upgrade to a state-of-the-art, fully tracked and automated Roche Diagnostics Cobas system. Within the Department there are a number of specialist areas, including a newly upgraded Protein Electrophoresis Unit, a genetic testing service for Hereditary Haemochromatosis and measurement of metabolic bone disease biochemical markers. LC-MS and ICP-MS are to be introduced in the coming months.

The post holder will be based in the Clinical Chemistry Department at St Vincent's University Hospital and will liaise on a regular basis with the Consultant Head of Department. The post holder will ensure that the service provided meets the needs of the users as determined by the Consultant Head of Department/Laboratory Director for Clinical Chemistry.

**Job title / Grade:** Principal Clinical Biochemist

**Reports to:** Consultant Chemical Pathologist/Head of Department (Laboratory Director in ISO15189)

### **Key Duties and Responsibilities**

#### **1. CLINICAL**

- To work within one's competence and to the standard expected by the SVHG.
- To support the Consultant Chemical Pathologists in the provision of a quality Clinical Chemistry service to nationally acceptable standards.
- To monitor the SVHG Clinical Chemistry Laboratories from an analytical and clinical perspective to ensure that the service provided meets the needs of the users.
- To provide clinical and scientific advice to SVHG and Primary Care Healthcare Professionals on the appropriateness and choice of biochemical investigations and their interpretations. The Principal Clinical Biochemist will participate in the Clinical Chemistry Duty Scientist rota and meetings where they will liaise with service users and follow-up on service/quality issues arising.
- To be responsible for the development and provision of specialist services. This will include the provision of clinical advice and interpretation to service users. The Principal Clinical Biochemist specialising in an area of service is expected to maintain an interest in that area, remain abreast of developments and drive research and development therein. In particular, this post holder will be responsible for the oversight of specialist services including serum protein electrophoresis, genetics, and special proteins/tumour markers. The post holder will also be responsible for the oversight for a number of routinely measured analytes.

- Be responsible for representing the Department at hospital/MDT, national and international meetings and communicating the Departments' involvements, developments and advances in Clinical Chemistry as required.

## **2. SCIENTIFIC/QUALITY**

- To oversee the SVHG Clinical Chemistry Laboratories from a scientific perspective to ensure that the service provided meets the needs of the users
- To help ensure that the Pathology Quality Management System continues to be fully implemented in Clinical Chemistry and to attend and participate in the Clinical Chemistry Quality and Accreditation meetings as required.
- To undertake the following when required by the Chemical Pathologists / Laboratory Director for Clinical Chemistry:
  - To monitor and ensure the quality of analyses (including internal quality control and external quality assurance) and services by the department with the implementation of corrective/preventive actions as required. (usually in conjunction with departmental Consultants, Chief Medical Scientists and other Principal Clinical Biochemists);
  - To oversee the introduction of new and specialised analysis as required;
  - To optimise the methods and range of SVHG Clinical Chemistry investigations by directing evaluation, verification and validation of methods and instrumentation;
  - To participate in clinical and laboratory audit;
  - To initiate, direct and participate in research and method development projects;
  - To publish and present research findings;

## **3. MANAGEMENT**

- To participate in preparation for, and maintenance of, SVHG Clinical Chemistry accreditation.
- To attend and participate in the Clinical Chemistry Executive meetings.
- Facilitate staff in developing and leading the introduction of new equipment, technologies and research according to SVHG Policy.
- Facilitate arrangements for educating and training undergraduates, interns, post graduate students and hospital staff.
- To undertake the following when required by the Consultants /Laboratory Director for Clinical Chemistry:

- Participate in relevant committees as required by the Consultants/Laboratory Director for Clinical Chemistry;
- To undertake other duties appropriate to the post as may be assigned from time to time by the Consultants/Laboratory Director for Clinical Chemistry.

#### **4. FINANCIAL**

- To participate in the following when required by the Consultants/Laboratory Director for Clinical Chemistry:
- Management of SVHG Clinical Chemistry budget ensuring most effective use of available resources;
- Preparation of annual budget estimates including a planned programme for replacing capital equipment;
- Provision of appropriate statistical and management information; and
- Production of a SVHG Clinical Chemistry report for the annual Group's Report.

#### **5. STAFF MANAGEMENT**

- Lead by example a professional, punctual and dedicated team promoting good open communications.
- Create and promote healthy working relationships and stimulate initiative among SVHG Clinical Chemistry staff.
- Motivate SVHG Clinical Chemistry team members
- Maintain SVHG Clinical Chemistry team work, and if necessary, take action in accordance with the SVHG's disciplinary policy.
- Encourage Professional Development of SVHG Clinical Chemistry team members, through promoting self-learning and formal courses or informing on- the-job training
- To participate in the following when required by the Consultant Head of Department/Laboratory Director for Clinical Chemistry:
- The professional line management of senior and basic grade biochemists;
- Management of staff resources within SVHG Clinical Chemistry to ensure that staffing levels and skill mix are appropriate and within the resources allocated;
- The recruitment, selection and training of laboratory staff, with support and professional advice from the SVHG HR Departments; and

## 6. INFORMATION TECHNOLOGY

- Ensure that SVHG Clinical Chemistry staff make the most effective and efficient use of developments in information technology to maintain quality, patient care and administrative support in a manner which integrates well with systems throughout SVHG.

## 7. HEALTH AND SAFETY

- In conjunction with the Consultant Head of Department/Laboratory Director for Clinical Chemistry, Chief Medical Scientists and other senior staff, ensure that all SVHG Clinical Chemistry procedures are performed in a manner consistent with staff and patient safety and with relevant hospital and national policies and that staff attend safety training programmes.
- To contribute to the review of safety documentation with SVHG Clinical Chemistry as required.

## 8. PROFESSIONAL DEVELOPMENT

- Participate in annual joint review meeting with the line manager to review and agree personal objectives and the implementation of departmental objectives. The SVHG Clinical Chemistry departmental objectives and personal objectives are reviewed annually as part of the Personal Development Planning (PDP) process, which forms the basis for the staff annual joint review meeting with the line manager.
- The successful candidate, if not in possession of full FRCPath, should be willing to undergo structured, supervised and assessed training with a view to taking (or completing) the FRCPath (or equivalent) examinations in Clinical Biochemistry. Any successful candidate with Part 1 of the FRCPath should be willing to complete the remaining parts of the examination.

**Note:** The extent and speed of change in the delivery of health care is such that adaptability is essential in this position. The incumbent will be required to maintain and enhance their professional knowledge, skills and aptitudes necessary to respond to a changing situation.

**The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office. This document must be regarded as an outline of the major areas of accountability at the present time, which will be reviewed and assessed on an on-going basis.**

**The Hospital Structure is currently under review and therefore, reporting relationships may change.**

**Informal Enquiries or Role Specific Enquiries:** Dr Carel Le Roux, Consultant Chemical Pathologist  
Email: croux@svhg.ie

## Person Specification

Factors	Essential	Desirable
<b>Qualifications</b>	<p>(i) (a) Possess a BSc (Hons)/BA (Mod) in a subject area related to clinical biochemistry/laboratory medicine and diagnostics (See recognised qualifications* below)</p> <p><b>Or</b></p> <p>(b) An equivalent qualification.</p> <p style="text-align: center;"><b>OR</b></p> <p>(ii) (a) Have obtained before March 2018, a degree in which Biochemistry was taken as a subject in the final examination, or equivalent.</p> <p><b>And</b></p> <p>(b) Be currently employed as a Biochemist in the Irish health system.</p> <p style="text-align: center;"><b>AND</b></p> <p>(iii) Possess an MSc (Taught or Research) (or higher qualification) in Clinical Biochemistry or relevant subject area. (MSc degree may be by examination or thesis) or equivalent qualification.</p> <p style="text-align: center;"><b>AND</b></p> <p>(vi) Possess a PhD in a subject relevant to clinical Biochemistry/clinical diagnostics/laboratory medicine or Part I FRCPATH (UK) or equivalent qualification</p>	
<b>Experience (length and type)</b>	<p>Have 5 years fulltime (or an aggregate of 5 years fulltime) relevant experience in clinical biochemistry/related discipline of which 2 years full time (or an aggregate of two years fulltime relevant experience) should be in a senior clinical biochemist post. (Clinical/translational Post-Doctoral experience may be considered).</p> <p>Possess the requisite knowledge and ability (including a high standard of suitability and management ability) for</p>	<ul style="list-style-type: none"> <li>• Possess a high standard of professional attainment</li> <li>• Have relevant experience in serum protein electrophoresis and genetic testing techniques.</li> <li>• Evidence of research / development experience and ability.</li> <li>• Experience with the use of Business Information/Statistical systems related to</li> </ul>

	<p>the proper discharge of the duties of the office</p>	<p>Pathology</p> <ul style="list-style-type: none"> <li>• Have a least 2 years satisfactory experience as a Senior Clinical Biochemist in a clinical biochemistry department</li> <li>• Management experience at a senior level in the supervision of staff in a team of multi-disciplinary highly qualified staff</li> <li>• Quality Management at a senior level</li> <li>• Laboratory accreditation and audit at a senior level</li> <li>• Health and Safety procedures at a senior level</li> <li>• Risk management issues at a senior level</li> <li>• Experience of taking initiatives and change management.</li> </ul>
<p><b>Core Competencies</b></p>	<ul style="list-style-type: none"> <li>• Planning &amp; Managing Resources</li> <li>• Decision Making &amp; Judging Situations</li> <li>• Setting Standards &amp; Ensuring Quality</li> <li>• Influencing People and Events</li> <li>• Managing Individual Performance</li> <li>• Being the communication channel</li> <li>• Creating Team Spirit</li> <li>• Being a Leader &amp; Role Model</li> <li>• Embracing the Change &amp; Service Development</li> <li>• Clinical &amp; Professional Knowledge</li> </ul>	<p>Proficient in the use of word processing and spreadsheet packages.</p> <p>Proficient in use of database and statistical software packages</p> <p>Experience in Clinical Biochemistry research and development of techniques</p> <p>Experience of LIMS and/or middleware</p> <p>Evidence of teaching skills.</p>

**Particulars of Office:**

**The appointment is:** Wholetime, Permanent & Temporary, Pensionable

**Annual Salary:** €74,779 - €107,451 (01/03/2023 Principal Biochemist)

These particulars are subject to change in line with overall public pay policy.

**Candidates should expect to be appointed on the minimum of the salary range and in accordance with the Department of Finance guidelines.**

**Panel:** A panel may be formed to fill future permanent and temporary vacancies that may arise over the next 6 months

**Probationary Period:** The appointee shall hold office for a probationary period of six months – The Hospital's Probation and Induction policy will apply.

**Pension Scheme:** The candidate will be entered into one of the Hospital Superannuation Schemes.

**Working Hours:** The person appointed will work a basic 35 hour week. You will be required to work the agreed roster / on call arrangements advised to you by your line manager. Your contracted hours of work are liable to change between the hours of 8am – 8pm over seven days to meet the requirements for the extended day services in accordance with the terms of the Framework Agreement. (Reference HSE HR Circular 003/2009). Flexibility on hours of attendance in response to service needs will be a requirement.

**Annual leave entitlement:** 30 days per annum pro rata each year. Annual leave accrued must be taken within the duration of the contract or calendar year and as agreed between the candidate and the Head of Department.

### **Additional Information**

**Confidentiality:**

During the course of employment staff may have access to, or hear information concerning the medical or personal affairs of patients, students, staff and / or other health service business. Such records and information are strictly confidential and unless acting on the instruction of an authorised officer, such information must not be divulged or discussed except in the performance of normal duty. In addition records must never be left in such a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required.

**Hygiene:**

During the course of employment staff are required to ensure that the hospital's hygiene and infection control policies are adhered to at all times. All employees have responsibility to prevent transmission of infection by adhering to and implementing optimal hand hygiene and adhering to the Hospital's Hygiene processes. Hygiene is a fundamental component of St Vincent's University Hospital's quality system to ensure the safety and well being of its patients and staff and plays a role in the prevention and control of healthcare associated infection.

**Policies / Legislation:**

All Hospital policies and procedures form an integral part an employment contract and may be subject to update and revision, from time to time, in consultation with union representatives as appropriate. Employees are required to comply with all hospital policies, procedures (e.g. Dignity at Work, Trust in Care, Computer Usage Policy) and the Hospital's ethical codes of practice.

Employees are required to abide by the hospital's code of behaviour and the code of practice as defined by their relevant professional body.

**Please note the following:**

- The Hospital Board is not responsible for loss or theft of personal belongings
- Fire orders must be observed and staff must attend the fire lectures periodically
- All accidents within the department must be reported immediately.
- In line with the Safety, Health and Welfare at Work Act (2005), smoking within the Hospital Building is not permitted.
- All staff are advised to avail of Hepatitis B Vaccination with Occupational health
- The use of personal mobile phones is prohibited.
- St. Vincent's University Hospital buildings and grounds are **smoke-free**.

**Application Process:** St. Vincent's University Hospital is an equal opportunities employer and is committed to promoting an environment free from discrimination in accordance with the Employment Equality Acts 1998 and 2004. The Hospital values diversity and recognises the benefits of having a workforce that reflects the community we serve. We are committed to equality of access to positions within the Hospital. All recruitment activity and documentation will encourage applications from all potential candidates without discrimination.

Applications must be made in writing (via email, fax or hard copy) enclosing an up-to-date Curriculum Vitae quoting the post and reference number to [recruitment@svuh.ie](mailto:recruitment@svuh.ie) or to HR Business Services, St. Vincent's University Hospital, Dublin 4. Applications must be received before midnight on the closing date of the competition. Late applications will not be accepted. All applications are treated in strict confidence.

**Non-European Economic Area Applicants:** While St. Vincent's University Hospital is an equal opportunities employer, in line with current Department of Jobs, Enterprise and Innovation Employment Permit requirements, applications from non European Economic Area (EEA) will only be considered in the event that an EEA citizen cannot be found to fill the vacancy. Please note that if you are a NON-EEA applicant and are unable to supply documents (listed on [www.djei.ie](http://www.djei.ie)), you are not entitled to participate in this recruitment competition. This is in accordance with the EU Community Preference Rule. Further information is available at [www.djei.ie](http://www.djei.ie).

**Former Public Service employees:** Eligibility to compete may be affected where applicants were formerly employed by the Irish Public Service and previously availed of an Irish Public Service Scheme including:

- Incentivised Scheme for Early Retirement (ISER)
- Department of Health and Children Circular (7/2010)
- Collective Agreement: Redundancy Payments to Public Servants

Applicants should ensure that they are not precluded from re-engagement in the Irish Public Service under the terms of such Schemes. This is a non-exhaustive list and any queries should be directed to an applicant's former Irish Public Service Employer in the first instance.

**Shortlisting:** Shortlisting will be carried out on the basis of information supplied on your curriculum vitae. The criteria for shortlisting are based on the requirements of the post as outlined in the Person Specification. Failure to include information regarding these requirements on your CV may result in you not being called forward to the next state of the recruitment process.

All overseas qualifications must be validated. No candidate can work in the Hospital without validated qualifications. If professional registration is also a requirement, candidates must provide documentation of same.

Canvassing will automatically disqualify.

Please note that you will be contacted mainly by mobile phone and email. It is important that your mobile phone number, postal address and email address are correct. It is your responsibility to ensure that you have access to your mobile voice mails and emails. We recommend that you use an email address that you have regular access to.

Competency based interviews follow the shortlisting stage of the recruitment process. Credit is awarded by the interview panel to candidates who demonstrate at interview that they possess the experience, competencies and skills listed in the person specification. Candidates will normally be given at least one weeks' notice of interview. All interviews are held remotely unless it is specifically noted otherwise in the Job Description. No subsequent or alternative dates to dates given will be offered to candidates. All posts are located in St. Vincent's University Hospital, Elm Park, Dublin 4 unless it is specifically noted otherwise in the Job Description.

**Disability:** Please let us know if you need any special assistance at interview, e.g. if you have difficulty in moving up or down stairs or have hearing or speech difficulties.

Candidates are notified of the result of their interview at the earliest possible date after the interview. The recommendation of the interview panel does not constitute a job offer. The process continues after the interview and includes clearance checks such as references, Garda clearance, occupational health clearance, validation of qualifications and experience. A job offer is made pending satisfactory clearances. SVUH reserves the right to remove candidates from specific recruitment panels and retract job offers if satisfactory clearances cannot be obtained or are deemed unsatisfactory.

For some recruitment competitions a panel of successful candidates may be formed as a result of the interviews. Candidates who obtain a place on the panel may, (within the life of the panel), be considered for subsequent approved vacancies. Candidates are placed on a panel in order of merit. A panel is typically live for 6 months.

It is normal procedure that candidates be placed on the first point of the relevant salary scale in accordance with the Department of Finance guidelines.

**Declaration:** Please read your application carefully and check for any errors or omissions. False declaration or omission in support of your application will disqualify you from appointment.

**This document must be regarded as an outline of the major areas of accountability at the present time, which will be reviewed and assessed on an on-going basis.**

**Date: April 2023**